



**BOARD OF ADJUSTMENT  
APPLICATION FOR VARIANCE**

City of Angleton  
121 S. Velasco  
Angleton, TX 77515  
979-849-4364

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Status: (check one)     Owner     Representative     Tenant

**Property owner:** \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Property Information:**

This application must be accompanied by a site plan and any other documents requested, such as plot plans, photographs, topographic contour maps that are necessary to properly review the application.

Street address or location: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(please provide copy of metes and bounds)

Present zoning: \_\_\_\_\_ Present land use: \_\_\_\_\_

Is a site plan, preliminary or final plat pending on the agenda of the Planning & Zoning Commission or the City Council?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Have you applied for a building permit?    \_\_\_\_\_ Yes    \_\_\_\_\_ No    Date denied: \_\_\_\_\_

Has the Board of Adjustments issued an unfavorable ruling on this property within the last six months?  
\_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, when: \_\_\_\_\_

**Please provide proof of taxes paid on this property.**

**Request Information:**

Please answer the following questions as completely as possible. Failure to outline fully the situation by answering these questions could cause unnecessary delay in evaluating your appeal. Additional pages may be attached if necessary.

1. Describe the variance you are requesting: \_\_\_\_\_  
\_\_\_\_\_

2. Describe the special or unique condition(s) of your property that exist, such as restricted area, shape, topography or physical features that are peculiar to your property: \_\_\_\_\_  
\_\_\_\_\_

3. Do similar property conditions exist in your area? Explain: \_\_\_\_\_  
\_\_\_\_\_

4. Explain how your need for a variance is unique to those special property-related conditions described above: \_\_\_\_\_  
\_\_\_\_\_

5. Are there special conditions affecting your property such that the strict application of the provisions of the Zoning Ordinance would deprive you of the reasonable use of your land? Explain: \_\_\_\_\_  
\_\_\_\_\_

6. Explain why the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area: \_\_\_\_\_  
\_\_\_\_\_

7. Describe how strict enforcement of the zoning ordinance creates a hardship that is unique to your property, imposing a hardship above that suffered by the general public: \_\_\_\_\_  
\_\_\_\_\_

**A completed variance application is due 30 days prior to the next Board of Adjustment meeting. Board of Adjustment meetings are held at noon on the third Wednesday of each month. At this meeting, a public hearing will be held. A public hearing notice must be published in the local newspaper (at least 14 days before the meeting) and a notice must be sent to all property owners within 200' of the property where the variance is being requested (the notice must be sent at least 10 days prior to the meeting).**

**Acknowledgements**

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Board of Adjustments hearing.

I understand that in the event that I am not present or represented at the public hearing, the Board shall have the power to dismiss the proposal either at the call of the case or after the hearing, and that such dismissal shall constitute denial.

I reserve the right to withdraw this proposal at any time upon written request filed with the City Secretary's office, and such withdraw shall immediately stop all proceedings. I understand the filing fee is not refundable upon withdraw of the proposal after public notice.

I understand that if the request is approved, I must obtain a building permit from the City before any work is started on the property and that the Board of Adjustment action does not constitute the approval of the building permit.

Applicant's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only
Date received: _____ Received by: _____
Fee of \$150.00 received: _____
Proof of taxes paid: _____ date verified: _____
Appointment of agent form attached if required: _____
BOA Public Hearing date: _____
Date to send letters to residents: _____
Letters Mailed: _____
Date to publish: _____ Date published: _____